

# SETAC North America Student Advisory Council

## Standard Operating Procedures May 2016

### 1. Role

The SETAC North America Student Advisory Council (NASAC) was created to provide a voice for student members of SETAC and to represent student interests within SETAC North America (SNA). The council is made up of student members from each of the SNA Regional Chapters (RCs), as well as student members that represent SNA as a whole. The NASAC Chair also serves as the sole student representative on the SNA Board of Directors (BoD). The council provides advice, recommendations, and new initiatives related to student activities by working together with the SNA BoD, the SNA annual meeting Program Committee (PC), other SNA committees, advisory groups, and the student membership of SNA. NASAC initiatives include organizing student events, organizing student programs and using online platforms to keep SNA student members updated on student issues and activities. These projects are designed to encourage widespread and meaningful participation of the SNA student membership and to encourage students to stay involved with SETAC after graduation.

In addition to its primary roles within SNA, NASAC also coordinates with the Student Advisory Councils of other SETAC Geographic Units (e.g., Latin America, Europe, and Asia-Pacific) in order to share ideas and strengthen experiences for students of SETAC on a global level.

### 2. Selection

#### 2.1. NASAC Student Representatives

The council should consist of one student representative from each of the SNA Regional Chapters, as well as two members-at-large. In addition, NASAC may include non-voting “associate members” that can serve in several capacities (e.g., subcommittee chairs, liaisons to SNA committees, liaisons to advisory groups, etc.).

The NASAC Chair, Vice-Chair, Outgoing Chair, Regional Chapter Representatives and Members-at-Large have voting privileges within NASAC. Associate members do not have voting privileges, but will be invited to all meetings and conference calls.

A student must meet the following criteria to be selected or elected to any position within NASAC:

- Be a student member of SNA in good standing
- Have his/her completed application for the position submitted by the beginning of the SNA Annual Meeting (typically in November), or by the deadline posted for that position
- Be able to serve at least one year on NASAC<sup>1</sup>

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<sup>1</sup> Note that the NASAC Vice-Chair must agree to serve on the NASAC for three years.

- Plan to attend the SNA Annual Meeting for the year(s) that he/she serves as representative; however, SETAC is not financially responsible for the member's travel or meeting costs<sup>2</sup>
- Be a member of his/her regional chapter

### **2.1.1. SNA Regional Chapter Representatives**

NASAC should include one student representative from each SNA RC. In the event that a RC has two student representatives on the RC Board of Directors, the RC's student leaders must select one student representative to serve on NASAC. If no selection has been made, default will be that the student who was elected to the RC Board first will be the NASAC representative.

Each SNA RC's student body should internally elect its student representative each year. Within each RC, it is the joint responsibility of the RC President and the current NASAC RC representative to facilitate nominations and elections. For guidance in electing new RC representatives, please refer to the current version of NASAC's SOP on Electing Student Representatives from Regional Chapters.

### **2.1.2. SNA Members-at-Large**

NASAC can include up to two members-at-large.

These representatives may be asked to serve as liaisons to the RC that is vacant.

Outside of filling in for vacant RC representative positions, the NASAC SNA members-at-large may be chosen to fill numerous different roles. Some examples are:

- Serving on the SNA Student Activities Committee (SAC)
- Serving on the Program Committee for SNA annual meetings
- Serving as a liaison to Advisory Groups within SNA
- Chairing Subcommittees within NASAC
- Serving as a liaison to any other SNA Committee

### **2.1.3. Election Subcommittee Chairs, Liaisons and Members-at-large**

Subcommittee Chairs, Liaisons, and Members-at-Large are elected by the current voting members of NASAC. At least two more than half of voting NASAC members must vote to achieve a quorum in elections. The candidate receiving the most votes will serve in the position for one year. If not enough voting members of NASAC are present to participate in voting (on a call or at a face-to-face meeting), the vote can be completed virtually (e.g., via an online poll).

### **2.1.4. NASAC Chair, Vice-Chair, and Outgoing Chair**

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<sup>2</sup> SETAC is not financially responsible for supporting travel or meeting costs for NASAC student representatives; however, SETAC may financially support the travel and meeting costs for the NASAC Chair.

The selection process for the NASAC Vice-Chair and Chair differs from other NASAC members, with the Vice-Chair assuming his/her new position at the first SNA annual meeting after his/her election, becoming Chair at the SNA annual meeting in the following year, and then becoming Outgoing Chair at the SNA annual meeting in the year after that. In the case that the Chair graduates or needs to leave his/her position before the SNA annual meeting, adjustments will be made to the election cycle, taking into account the appropriate time durations for nominations, elections, and notifications.

The NASAC Chair is also required to serve as a non-voting member and the sole student representative on the SNA BoD.

A. In addition to the criteria outlined in section 2.1, eligibility for the NASAC Vice-Chair requires:

- A completed application form, a CV, and an approval letter from his/her academic advisor, submitted by the application deadline
- Planning to attend as many SNA BoD meetings and conference calls as possible during his/her term as Vice-Chair
- The ability to serve a minimum of three years on NASAC, the first year as the Vice-Chair and the second year as Chair. In the third year of his/her term, this candidate should be willing to serve in a supportive role as the NASAC Outgoing Chair.

B. In addition to the criteria outlined in section 2.1, eligibility for the NASAC Chair requires:

- Having served as Vice-Chair of NASAC one year prior to assuming the Chair position
- Planning to attend all SNA BoD meetings and conference calls during his/her term as Chair
- Serving in a supporting role as the Outgoing Chair for one year after the completion of his/her term

C. Application and Selection Process of Vice-Chair

- The NASAC Vice-Chair is selected from a pool of applications from the SNA student membership at large; this may or may not include current NASAC members.
- The new NASAC Vice-Chair is selected by voting members of NASAC which includes: the current NASAC Vice-Chair, Outgoing Chair, NASAC Regional Chapter Representatives; and NASAC Members-at-Large. The candidate receiving the most votes wins. The current NASAC Chair only votes when there is a tie.
- Proposed timeline:
  - By August, a general notification will be distributed to the SNA student membership (including current NASAC members) to solicit applicants for the Vice-Chair position, with application due dates of by the end of September and possible extension to October if more applicants are needed.

- All eligible applications will be distributed to voting members for review. Each voting member of NASAC holds one vote. The NASAC Chair will only vote in the event of a tie.
- The election results will be tallied by the current NASAC Chair.
- At least two more than half of active NASAC members must vote to achieve a quorum. The candidate receiving the most votes will serve as NASAC Vice-Chair for one year, followed by serving their second year in NASAC as Chair, and the third year as Outgoing NASAC Chair.
- By October 1st, the NASAC Chair will provide a recommendation to the SNA BoD for final approval of the recommended candidates. Once approved, the newly elected NASAC Vice-Chair, as well as all other applicants, will be notified of the decision by the current NASAC Chair no later than October 15th of the election year. This will provide time to allow the outgoing NASAC Chair to facilitate the transition of the Vice-Chair to Chair and orient the newly elected NASAC Vice-Chair into his/her new role and for the new Vice-Chair to begin to become familiar with NASAC and SNA BoD plans and procedures before the annual meeting.

#### D. Term Length and Cycle

- The term of service of the Vice-Chair is three years, with the first year serving as Vice-Chair to orient him/her in the operations of NASAC and SETAC, followed by the Vice-Chair assuming the duties of the NASAC Chair during the second year. At the conclusion of his/her term as Chair, he/she assumes the Outgoing Chair role at the SNA national meeting in the beginning of the third year.
- Term Cycle
  - Year 1: NASAC Vice-Chair
  - Year 2: NASAC Chair
  - Year 3: NASAC Outgoing Chair

#### 2.1.5. Associate Members

Associate members of NASAC are non-voting members and may be appointed by the Executive Committee of NASAC. There are four main ways to become associated members of NASAC:

1. All NASAC members can request to become associate members after their term ends, as long as they still meet the criteria in Section 2.1 and remain active members of NASAC. NASAC members should let the current NASAC Chair or Vice-Chair know of their interest in being associate members via email, to avoid being removed from the email list at the end of their terms.
2. Non-NASAC members can become associate members and members of NASAC subcommittees if they are actively working on NASAC initiatives. Interested students can start this process by contacting current NASAC leaders or subcommittee chairs.

3. Chairs or representatives from other GU's student advisory councils may be asked to serve as Associate Members in NASAC.
4. Students serving on other SNA committees who liaise between that committee and NASAC.
  - a) Occasionally, SETAC committees (e.g., Student Activities Committee) will request a student member (elected by NASAC) to serve as a liaison to their committee. In this situation, that student liaison will be included within NASAC as an associate member (unless that student is already a voting member of NASAC).

### 3. Duties

#### A. NASAC members will communicate and meet via:

- Bi-monthly conference calls with recorded minutes by the Chair or Vice-Chair
  - The NASAC Chair and Vice-Chair will determine whether calls are needed more often than every other month, as needed.
- An annual in-person meeting at the SNA Annual Meeting; this can include members of the SNA Student Activities Committee
- Between conference calls and meetings, official interactions will be via e-mail communication and through the use of the SETAC website, as well as *Students of SETAC* social media.

All major communications between NASAC members must include the SNA BOD liaison to NASAC (proposals, committee updates, voting).

Communication between the NASAC and the SNA student membership will be fostered by NASAC members (e.g., via Regional Chapters), through the use of the SETAC on-line resources (e.g., *Students of SETAC* social media), through emails facilitated by the SETAC office, and through online publications such as articles in the monthly SETAC Globe (at least four articles per year). Other forms of communication to the student members may be used as necessary.

#### B. Each NASAC student member is expected to:

- Participate in all NASAC activities (e.g., conference calls, e-mail exchanges, in-person meetings at the SNA annual meeting, planning activities, soliciting feedback, and preparing online content representing and communicating with the students of SNA)
- Contribute ideas and suggestions for the betterment of NASAC and student involvement within SNA
- Participate in other SETAC committees as the need or request arises

#### C. The NASAC Chair is required to:

- Provide leadership to NASAC members and disseminate information among NASAC

members, and between NASAC and the SNA BoD, with support from the SNA BOD liaison

- To the best of his/her ability, ensure that all NASAC positions are filled, and that NASAC members understand their duties
- Coordinate conference calls and meeting times
- Maintain communication with the SNA BoD liaison
- Prepare an annual report, in conjunction with NASAC members, to be submitted to the SETAC SNA BoD prior to the SNA Annual Meeting
- Participate in and attend all SNA BoD meetings and conference calls, including SNA BoD face to face meetings (this includes the two annual face to face meetings the SNA BoD has outside of the SETAC annual meeting, typically in spring and summer, as well as face to face meetings at the SETAC annual meeting)<sup>3</sup>
- Serve as an *ex officio* non-voting member and sole student representative on the SNA BoD
- Serve as a member and liaison to the Student Activities Committee. The NASAC Chair can appoint the Vice-Chair, or other NASAC member (e.g., Chair of the NASAC Student Activities Subcommittee), to assist in this role
- Assist subcommittee Chairs in planning and creating NASAC communications, such as SETAC Globe articles, for distribution to SNA student members
- Along with the Vice-Chair, the Chair will maintain NASAC's presence in the students of SETAC social media. The Chair will also help monitor the appropriateness of posted content on the NASAC Facebook, Twitter, LinkedIn, and any other social media accounts that may come into use

D. The NASAC Vice-Chair is required to:

- Participate in NASAC meetings and monthly SNA BoD conference calls to the best of her/his ability. The Vice-Chair is also typically invited to the SNA BoD's summer face to face meeting each year<sup>3</sup>
- Take meeting minutes during the conference calls, prepare revised minutes, and both a) distribute minutes to NASAC for approval, and then b) make them available to NASAC in a shared online space (e.g., *Students of SETAC* Dropbox)
- Regularly share approved NASAC meeting minutes with student leaders of other GUs (e.g., leader(s) of the SETAC Europe Student Advisory Council)
- Assist the subcommittee Chairs, NASAC Chair, and student representatives in planning the noontime seminars and other events held each year at the SETAC-NA meeting.
- Assist the NASAC Chair or subcommittee Chair in planning NASAC communications, such as SETAC Globe articles, for distribution to the students of SNA
- Along with the Chair, the Vice-Chair will maintain NASAC's presence in the students of SETAC social media. The Chair will also help monitor the

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<sup>3</sup> A stipend is provided by SETAC for travel costs to and from face to face meetings outside of the SETAC annual meeting

appropriateness of posted content on the NASAC Facebook, Twitter, LinkedIn, and any other social media accounts that may come into use

E. The NASAC Outgoing Chair is required to:

- Serve as an advisor to NASAC
- In the event that the Vice-Chair or Chair resigns his/her position, or his/her position is terminated, the Outgoing Chair will serve in that capacity in the interim until a replacement is named

F. Breach of duty and consequences

Student Representatives, Student Members-at-large, and Associate Members: In special situations when duties are breached (i.e., no response from a member, no support, etc.), membership in NASAC can be terminated before the term is over. In this situation, a proposal must be made by a NASAC member and communicated to the Executive Committee (NASAC Chair, Vice-Chair, and Outgoing Chair) via email. The Executive Committee will counsel the member and work to resolve the issue. This period will consist of continuous communication between said member and the Executive Committee to work collectively to fix the problem. If the behavior does not change and past behavior remains consistent, the NASAC executive committee will follow through with voting to terminate that member's term.

Members of the NASAC Executive Committee: In special situations when duties are breached (i.e., the Chair, Vice-Chair, or Outgoing Chair do not fulfill his/her duties), these positions can also be terminated before the term is over. Before termination, the other members of the Executive Committee and the liaison to the BoD may counsel said member in an attempt to resolve the issue. If the issue cannot be resolved, NASAC can vote to terminate the term. In this case, another member of the Executive Committee can take over until the vacant position can be filled, taking into account the appropriate time durations for nominations, elections, and notifications.

Quorum: Any time NASAC votes (e.g., during elections, or when terminating a member's term when duties are breached), at least two more than half of NASAC's members must vote to achieve a quorum.

#### **4. SNA BOD Liaison**

A current SNA BoD member, appointed by the SNA President, will work in partnership with the NASAC Chair to serve as a liaison between the SNA BoD, the NASAC, and the SNA student membership.

#### **5. Formation of additional subcommittees**

- Subcommittees may be formed to facilitate the completion of NASAC

deliverables and other NASAC activities (e.g., social media usage, student activities, etc.).

- To establish a subcommittee, the Chair must put forward a motion, and the Vice-Chair and the other voting members of NASAC must vote on it. The subcommittee will be established if quorum is achieved. Subcommittees must be chaired by a member of NASAC (either a voting member or an associate member). However, any current SNA student member may be a member of a subcommittee.
- Subcommittee chair election process:
  - NASAC members interested in assuming subcommittee Chair positions may either self-nominate or be nominated by a member of NASAC
  - Subcommittee Chairs must be selected by vote and approved by NASAC members
  - The candidate with the most votes will become the subcommittee chair. Voting procedures will follow NASAC's quorum protocol
  - Subcommittee chairs will be elected for one-year terms. After one year, nominations will be accepted and a new vote held. If the subcommittee chair is interested in continuing in the position at the end of his/her term, he/she may be re-elected to the same position for a second term

## 6. General timeline of activities and deliverables

The following timeline is a general guideline for NASAC activities, meeting preparations, and deliverables:

**December/January:** Generate ideas for noon-time seminars, NASAC-sponsored short courses, and student social events for next national meeting; prepare winter communication to students reflecting on previous annual meeting (e.g., SETAC Globe article)

**February/March:** Prepare for spring communication (e.g., SETAC Globe article) including regional chapter updates/upcoming regional chapter meetings; facilitate regional chapter representatives giving NASAC updates at regional chapter meetings; continue planning for national meeting; prepare for NASAC presentation at spring SNA BoD face to face meeting

**April/May:** Solicit and confirm speakers, volunteers, and venues for national meeting events; send a member of the NASAC Executive Committee to SETAC Europe; prepare for summer communication (e.g., SETAC Globe article) reviewing regional chapter meetings or other meetings (i.e., SETAC Europe)

**June/July:** Begin advertising student events for national meeting; work with the SETAC office and other SNA committees to advertise, fundraise, and continue planning details; prepare for NASAC presentation at summer SNA BoD face to face meeting

**August/September:** Solicit applications for incoming Vice-Chair; prepare for fall; communications (e.g. SETAC Globe article) outlining activities for national meeting

**October:** Complete annual report; finalize selection of new NASAC Vice-Chair; orient new Vice-Chair to NASAC and BoD activities and responsibilities; finalize planning for annual meeting events

**November:** National meeting and annual face-to-face NASAC meeting; transition to new Executive Committee members; hold elections to fill vacant NASAC positions



## **7. Deliverables**

The NASAC is responsible for:

- Communicating regularly with the students of SETAC NA through at least four SETAC Globe articles each year, emails through the SETAC office, and social media
- Completing an annual report, detailing NASAC's accomplishments, and delivering it to the SETAC SNA BoD prior to the SNA Annual Meeting
- The long-term goal of working towards enhancing the student experience within SNA
- Coordinating student activities between NASAC and SNA committees and advisory groups, with the interests of the students of SNA in mind
- Delegating additional responsibilities to proper NASAC members (which may include creating or eliminating sub-committees as the Executive Committee sees fit)

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